

**City of
Bellevue**



MEMORANDUM

Date: September 9, 2013

To: Mayor Lee and City Councilmembers

From: Myrna Basich, Assistant City Manager/City Clerk (452-2733)

Subject: Review of draft recruitment brochure for the City Manager search

Under separate cover, we will be providing you a revised version of the draft search brochure language to be used for marketing Bellevue and the opportunity to become the City's next City Manager. Due to the short work week, staff were not able to complete revisions in time to be incorporated in packet production.

Staff will be seeking your feedback on the brochure content on Monday night to enable the search firm to formally begin the marketing process. Once the text of the brochure is approved, Colin Baenziger & Associates will incorporate a variety of photographs and graphics to create the final document.

Any additional feedback from Councilmembers is welcomed and will be incorporated into a revised draft to be provided in your Desk Packets for discussion on Monday evening.

If you have any questions, please do not hesitate to contact me.